

## **CHAMBERS PROCEDURES**

### **EXTENSION OF TIME**

Extension of time on any action due, inclusive of but not limited to filing or submission of documents, shall be given on and only on the following conditions: (a) an application for the extension shall be faxed to the Office of Case Management no later than three business days prior to the expiration of the time period sought to be extended; and (b) a paper (hard) copy of the aforesaid application shall be delivered to, received by and filed with the Office of Case Management no later than one business day prior to the expiration of the time period sought to be extended.

An exception to this rule shall be made only if the attorney seeking an extension of time suffers an extreme emergency in the form of either serious personal sickness or a death in the family of the attorney seeking an extension of time. An application for an extension of time under this exception shall be accompanied by: (a) a detailed signed statement executed either by the attorney seeking the extension (or by an entity to whom the attorney seeking the extension designates the power to execute such a statement) describing the nature of the emergency; and (b) a signed statement executed either by the attorney seeking the extension (or by an entity to whom the attorney seeking an extension designates the power to execute such a statement) explaining why the attorney seeking the extension of time cannot find a reasonable substitute for him or herself to execute the duties subject to the applicable time period limitation.

### **COPIES**

No courtesy copies will be accepted. Counsel are to submit copies of all supporting briefs and memoranda on floppy disks, formatted either in MSWord or in Corel WordPerfect.

### **ORAL ARGUMENTS**

Counsel should not expect oral argument on any motion unless a request for an oral argument is made at the time of making or responding to the motion.

### **COMMUNICATIONS**

Inquiries as to procedural matters should be directed to Case Manager Cynthia Love.

### **DRAFTS OF REMAND RESULTS AND COMMENTS TO THESE DRAFTS**

No preliminary drafts of Final Remand Results of Redetermination Pursuant to Court Remand and no comments by the parties to such preliminary drafts shall be either accepted or entertained by this Chambers.